

# YOUTH SERVICES POLICY

<b>Title:</b> Contract Policy <b>Next Annual Review Date:</b> 03/27/2014	<b>Type:</b> A. Administrative <b>Sub Type:</b> 4. Contract Management <b>Number:</b> A.4.1
	<b>Page 1 of 4</b>
<b>References:</b> LAC Title 34, Part III "Facility Planning and Control", Chapter 5 "Rental and Lease Procedure"; LAC Title 34, Part V "Procurement of Professional, Personal, Consulting and Social Services"; La. R.S. 39:1481, et seq; La. R.S. 39:1641 et al; "State Space Standards by Facility Planning and Control", 31 U.S.C., note, E.O. 12549, E.O. 12689, 48 CFR 9.404; ACA Standard 2-CO-1C-17 (Administration of Correctional Agencies); YS Policy A.4.2 "Standard Operating Procedures for Non-Secure Juvenile Contract Programs"	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 03/27/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish policy concerning the proper procedures for requesting and executing contracts between the Office of Juvenile Justice (OJJ) and approved vendors and Lessors.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors and Regional Managers. The YS Office of Management and Finance (OMF) shall be responsible for the development, processing, technical compliance monitoring and maintenance of all OJJ contracts and leases.

## IV. DEFINITIONS:

Refer to the Chapter 5 "Terminology" section of the YS OMF Procedures Manual (see attached).

## V. POLICY:

It is the Deputy Secretary's policy that all personnel who are responsible for procuring services and occupying space in a privately-owned building through the contract process ensure uniformity and accountability for contractual and leasing services in accordance with LAC Title 34, Part III and Part V.

**VI. PROCEDURES:**

**A. Contract Request**

1. An RFP is required for Consulting Services contracts for \$50,000 or more, and for Social Services contracts for \$250,000 or more.
  - a. A Unit Head requesting services shall prepare the scope of services and determine timeframes for projects/contracts. All RFPs shall be submitted to the Deputy Undersecretary and processed according to the YS OMF Procedures Manual.
  - b. Rejected RFPs shall be returned to the requesting Unit Head for additional data or with an explanation for rejection.
2. All other contracts do not require an RFP, however, shall require the completion of a Contract Request Form [see Attachment A.4.1(a)]. All completed forms shall be forwarded to the Contracts/Grants Reviewer.
3. The Contracts/Grants Reviewer shall verify potential vendors with the federal Excluded Parties List System (EPLS) to disseminate information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. The same process shall be done on a monthly basis to verify compliance for awarded contract holders.
  - a. For contracts requiring an RFP, this process shall be done by the Contracts/Grants Reviewer after receiving accepted proposals.
  - b. For contracts not requiring an RFP, this process shall be done by the Contracts/Grants Reviewer upon receiving the contract requests.
  - c. Any vendor appearing on the EPLS report shall not be granted a contract until their name has been removed from the system.
  - d. Vendors of executed contracts that appear on the EPLS report shall be provided 30 days to establish eligible status before cancellation of contract.

4. Requests are checked by Contracts/Grants Reviewer for accuracy and processed through the appropriate reviewers and approvers according to the YS OMF Procedures Manual before required signature of the Deputy Secretary/designee, and final entry into ISIS.
    - a. If contract is \$20,000 or less, it shall be considered fully executed. Payment invoices shall then be forwarded to appropriate vendors.
    - b. If contract is \$20,001 or more, it shall require a final approval by the Division of Administration (DOA), Office of Contractual Review before payment invoices are forwarded to appropriate vendors.
    - c. If contract is terminated prior to the expiration date by either party, the appropriate documentation (i.e. termination letters, performance evaluations, etc.) shall be forwarded according to YS OMF Procedures Manual, and ISIS shall be updated accordingly.
- B. Leases
1. Regional Offices occupying building spaces leased to the OJJ shall be notified by the Contracts/Grants Reviewer of the lease expiration date one (1 ) year in advance.
    - a. For leases of space under 5,000 sq ft., the Regional Manager of the respective location shall seek three (3) possible rental locations within their region and obtain written rental quotes from the lessors, to include the current lessor if planning to remain at current location. Floor plans shall be obtained and the RL-2A form (see attachment) shall be completed by the Regional Manager according to the YS OMF Procedures Manual unto execution of lease.
    - b. For leases of space over 5,000 sq ft., the Regional Manager of the respective location shall complete the RL-2B form (see attachment) according to the YS OMF Procedures Manual, through the YS OMF Procedures Manual, through the DOA, Office of Facility Planning and Control (FP&C), unto execution of lease.
  2. The Contracts/Grants Reviewer shall submit necessary documentation to Department of Public Safety (DPS) OMF to establish lease records in ISIS, CFMS.
  3. The Contracts/Grants Reviewer shall review and finalize the respective RL-2 (A or B) form and submit to FP&C.
    - a. If any established contract needs to be amended by FP&C, the Contracts/Grants Reviewer shall be notified. The Contracts/Grants Reviewer shall then notify the DPS/OMF to update ISIS CFMS accordingly.

C. Performance Evaluations

1. Each contract shall have a Performance Evaluation completed by the Contract Monitor no later than 60 days after expiration date. **THIS MUST BE DONE EVEN IF THE CONTRACT IS A RENEWAL.**
2. Evaluation forms shall be accessed in Lotus Notes database.
  - a. Open **YS Contract Maintenance on HQ.** [YS Contract Maintenance](#) (Hold "CTRL" key and click on link.)
  - b. Select **Performance Evaluation** from the list of available Viewing Options.
  - c. Select proper contract to evaluate. Complete, sign and forward the Evaluation to Contract/Grants Reviewer for processing.

**Previous Regulation/Policy Number:** A.4.1

**Previous Effective Date:** 5/15/09

**Attachments/References:** [OMF Manual - Chapter 5 \(Contracts Grants\) 2012.docx](#)



[A.4.1 \(a\) Contract Request Form - March, 2012.docx](#)



[RL-2A Form \(For Leases under 5000\).docx](#)



[RL-2B \(For Leases Over 5000\) \(3\).doc](#)